

STRATEGIC DATA ANALYST

DEFINITION

Plans, coordinates, and analyzes student achievement and performance data and ensures its accuracy and completeness in order to exhibit the causes and implications of observed trends in the District.

TYPICAL DUTIES

- Conducts analyses to identify key trends in District, school, and student performance data to drive continuous improvements in student achievement.
- Supervises the analysis, compilation, organization, and storage of large longitudinal data sets containing District, school, and student level data.
- Determines the development and documentation of business rules for calculation of performance metrics, including decisions regarding sample determination, school/subgroup attribution, and calculation methodology.
- Identifies methodological challenges related to the calculation of performance metrics and resolves them.
- Conducts the receipt and analysis of data sets from external agencies.
- Collaborates with the Information Technology Division to ensure that District-held data are successfully integrated into relevant data systems and available through District reporting systems.
- Identifies data quality issues and develops strategies to mitigate or resolve as appropriate.
- Fulfills internal and external data requests to inform programs and policies aimed at improvements in student achievement.
- Develops and presents oral, written, and visual summaries of data analysis.
- Provides analytic support to multiple audiences to ensure understanding and appropriate use, interpretation, and application of data.
- Prepares or assists in compiling and writing a variety of reports in statistical, graphic, or narrative form for senior management, the Superintendent, and the Board of Education.
- Evaluates data available in the student level data warehouse and writes reports related to educational policies, initiatives, student achievement outcomes, and areas of need.
- Prepares data displays for proposals for State and Federal funding of projects.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Strategic Data Analyst serves as a specialist in data pertaining to student achievement and performance by independently utilizing complex data analysis to examine implications of observed trends in District, school, and student performance.

The Director of School Information Management is responsible for planning, organizing, and directing the School Information Branch which is responsible for collecting and reporting school and student information for the purpose of meeting mandated State and federal requirements.

A Senior Administrative Analyst serves as a staff assistant to a high-level administrator by independently conducting studies and making recommendations regarding work methods, organization, management planning, systems analyst, and procedures and policy development.

SUPERVISION

General direction is received from the Director of School Information Management. Supervision may be exercised over lower-level analysts and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Statistical analyses and various methods of graphic presentation of data
- Research design and methodology as related to an educational evaluation/research program
- Relational database principles and data mining software programs
- Forecasting and predictive analysis models
- Standard reports and standardized dashboard design for analytics
- Data auditing techniques
- Quantitative analysis including descriptive and inferential statistics
- SPSS, Stata, SAS, and/or other programs for data and statistical analysis

Ability to:

- Assess the implementation of educational programs based on District policies and core instructional goals
- Conduct meetings and make oral presentations in a proactive, accurate, and media-sensitive manner
- Organize project resources and requirements to meet established deadlines and goals
- Communicate effectively both orally and in writing
- Prepare clear and concise reports
- Work effectively with all levels of District employees and the public
- Devise methods and procedures for obtaining a variety of data
- Analyze and interpret data and draw logical conclusions
- Identify data anomalies and/or irregularities
- Express complex/abstract concepts effectively in oral and written format
- Use Microsoft Excel and PowerPoint
- Supervise effectively

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in public policy, education policy, statistics, or related field.

Experience:

Three years of full-time professional experience in analyzing large data sets using SPSS, Stata, SAS, and/or other statistical programs.

Special:

A valid California Driver License
Use of an automobile

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class
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